

**Capital Planning Committee  
Meeting Memorandum  
December 20, 2001**

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In attendance were:

- \* Steve Andrew
- John Bilafer
- John FitzMaurice
- Charles Foskett, Chairman
- Nancy T. Galkowski
- Dave Kale
- Anthony Lionetta
- Al Minervini
- Barbara Thornton

\*Denotes those not in attendance.

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1. **Sensitivity Analysis:** Charlie F. presented a spreadsheet with various analytical scenarios of the draft plan's requests versus its resources. Assumptions were made to help set up a framework for the Committee's discussion. In general, the analyses show that the Five-Year Plan is grossly overtaxed by a significant amount.
  2. **Plan Busters.** A quick review was done of new issues/requests that are major contributors to the problem. These include the Field House, the Public Works move to Grove Street and the increase in the Reservoir Dam Repair. Also noted was that the expected increase in the Ottoson's annual reimbursement payments will not happen given recent cut backs in the State's SBAB program. This is equivalent to almost \$1 million over five years.
  3. **Other Related Issues:** Tony L noted that there are other requests that will likely materialize as new requests next year. These include additional improvements to Town Hall basement and the Barn building next to the Robbins House. Also questioned was the impact to the School's operation budget to be caused by the new Field House. This new building is equivalent in size to an Elementary School. Committee anticipates that the School Department will absorb these costs.
  4. **Plan Refinements:** The Committee reviewed requests of the plan and made On-Line modifications in attempts to bring the Plan into alignment. Key modifications included "Parties" pay for Field House Plans, Fire Stations moved out (maybe only two stations instead of three), Cemetery Expansion moved out, and Jarvis House moved out. Tony L is to check with R. Bento on updated costs for the Reservoir Dam. Dam Repair costs, as well as design costs should be less given the expected reduction in the scope of the project.
  5. **Further Refinements:** Additional refinements are needed. Nancy needs to submit a draft plan by 1/2/01. Other adjustments to be investigated / tested are reductions/shifts in IT Plan requests, shaving of photocopier and equipments requests by 10%, and management of cash requests. Nancy and Charlie will review these and distribute revised plan to members.
  6. **Next Meeting:** The next meeting of the CPC will be January 3 at 4pm.